

Position title	Chief Financial Officer/Financial Controller	Reference	TBC
Reporting to	Executive Manager, Corporate Services	Location	Winnellie (Darwin)
Division	Corporate Services	Section	Finance
Approved	Executive Manager, Corporate Services	Date	September 2019
Comments:			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

You will lead the Anglicare NT finance team to establish and maintain frameworks and processes for strategic financial management, alongside overseeing the delivery of effective and efficient financial and payroll operations across Anglicare NT. The role works closely and collaboratively with the executive and senior management to effectively shape and manage the annual budget process, coordinate financial performance reporting to the Board and provide comprehensive financial reporting to stakeholders.

The role also oversees the development and implementation of financial management systems, supports the financial analysis and modelling of tenders and business opportunities and manages the payroll function.

Selection Criteria

Position Specific Requirements

1. CA/CPA qualifications and/or degree qualifications in accounting, commerce, economics, business or related discipline
2. Senior management experience in accounting, financial management and payroll, desirably in a not-for-profit entity
3. Demonstrated leadership of a finance function and in managing multidimensional team
4. Experience in the development of staff and participating in or leading team development and or culture improvement programs within your branch
5. Proven ability to collaborate effectively with executives and wide-range stakeholders who may not have a financial management background
6. Strong communication and relationship build capabilities in development internal and external relationships

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

1. Financial and Budget Management

- Develop and monitor comprehensive financial and accounting systems in accordance with relevant legislation, accounting standards and Anglicare NT policy
- Prepare/balance annual recurrent budgets, cash flows and year end projections, through collaborating with executive and senior managers who have varying levels of financial expertise

- Monitor and provide detailed analysis of expenditure against budgets and analyse spending patterns, including the preparation of comprehensive monthly management reports
- Provide advice and contribute to financial planning, tender and budget bids, submissions and the development of performance indicators and financial performance measures
- Deliver expert financial advice to the CEO, board and executive managers on matters effecting financial performance and make evidence-based recommendations to inform decision making

2. Team Leadership, Change and Development

- Lead a team of finance, payroll and support officers, undertaking forward workload planning, coordinating resources, providing direction and staff development, monitoring and reporting team outputs to management
- Develop and implement strategies to continuously improve work practices, resources and systems within the team and ensure operations deal effectively with the high volume of varied requests and reviewed and to deliver quality and timely support
- Contribute to building financial management acumen and capability of executives, senior management, teams and staff by establishing collaborative relationships, tailoring advice to meet business needs, coaching and contributing to training needs identification and strategies.

3. Financial Performance Reporting

- Liaise with relevant investment portfolio contacts to ensure sound investments are made on the organisation's behalf, continually monitor assets to enhance financial performance and facilitating reporting to stakeholders
- Oversee quality, timely and appropriate reporting to the board, sub-committees and other forums, presenting financial risks and benefit analysis and appropriate narrative

4. Audit, Risk and Financial Governance

- Establish internal controls to ensure compliance with legislation, policies and procedures and conduct financial and accounting audits as required and initiate changes or improvements to procedures as required
- Conduct research and undertake financial modelling and feasibility assessments to provide support to the business on a range of specific matters requiring financial input and expertise such as tender and funding options, analysing the risks associated with the venture
- Oversight the organisation's internal and external audit processes, reporting on recommendations and overseeing implementation plans and processes

Enable effective governance of the payroll function, ensuring payroll processes meet industrial, taxation and legislative requirements and internal delegations

Demonstrate leadership in the management relevant systems , maintaining appropriate securities and controls and embedding continuous improvement is a characteristic of financial system management

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position has team leadership responsibilities of approximately 8-10 persons.